

Non-Residential – Final Claim Letter

INSERT DATE

INSERT NAME
INSERT ADDRESS

Relocation Assistance Program Notice of Final Date to Claim Relocation Entitlements

Project Title: INSERT PROJECT NAME

Parcel No.: INSERT PARCEL #

Displacee No.: INSERT DISPLACEE #

Dear INSERT NAME:

On INSERT DATE, the Washington State Department of Transportation provided you with a notice of your maximum relocation entitlements. According to our records, you vacated the site located at INSERT ADDRESS on INSERT DATE. **Your deadline to file all relocation claims is INSERT DATE.** Failure to meet the deadline will result in a loss of your relocation entitlements.

Please contact me for specific details, clarification or any questions you may have.

Sincerely,

INSERT SPECIALIST'S NAME
Relocation Specialist
Real Estate Services
INSERT SPECIALIST'S ADDRESS
INSERT SPECIALIST'S PHONE AND FAX NUMBER
INSERT SPECIALIST'S E-MAIL ADDRESS